

School Admission Appeals Timetable
Applies for appeals lodged between 1 March 2016 – 28 February 2017

School Admission appeals are administered in accordance with the requirements of the 2012 School Admission Appeals Code issued by the Department for Education. Parents who apply for their child to attend our School and whose admission application is refused, will have the legal right to appeal that decision. Parents who choose to appeal, must complete and return the Appeal Form which can be downloaded from the School website or requested from the School Office. On receipt of the completed Appeal Form, the Admissions Committee will make arrangements for an appeal hearing to take place before an independent Appeal Panel.

Please note:

The timetable differs depending on whether the original admission application was for a child to transfer to the Junior School in September 2016 ('normal round' admission application), or to join the School during the academic year ('in-Year' admission application).

The following timetable applies:

1. Appeals lodged in connection with transferring to the Junior School, September 2016

For an admission decision notified on 18 April 2016	<u>Appeal Deadline:</u> Appeal Form to be submitted to the School Office by 18 May 2016	Appeal hearing will take place within 40 school days of the appeal deadline
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2. Appeals lodged after 18 May 2016 – transferring to Junior School in September 2016

It may be possible for appeals lodged after the appeal deadline, 18 May 2016, to take place at the same time as those lodged before the deadline, where there is sufficient time to make the appropriate arrangements. Otherwise, appeals lodged after 18 May 2016 will be heard within **30 school days** of receipt of the appeal form

3. Appeals lodged in connection with applications for places required during the academic year (In-year admission)

An appeal may be lodged at anytime following an in-year admission decision, but not beyond the academic year in question. An appeal hearing will be scheduled to take place within **30 school days** of receipt of the appeal form

4. Administrative timetable

Identification and appointment of independent appeals clerk and appeal panel members	As soon as possible after receipt of the appeal form
Appellant(s) will be notified of the date and time of his/her appeal hearing and the names of the independent appeal panel members. Appellants may waive this right of notice	At least 10 school days before the appeal hearing is to take place
The appeal clerk will provide all parties to the appeal hearing, with all the relevant appeal information. This will include a statement prepared by the Admissions Authority to explain the reasons for refusal	Approximately 10 school days before the appeal hearing is to take place
Further (new) information relevant to the appeal may be submitted to the clerk for distribution. Information submitted after this deadline will be included <u>only</u> at the discretion of the Chair of the Appeal panel	Up to three school days before the appeal hearing is to take place
The decision of the Appeal Panel will be notified to the appellant(s) in writing	Within five school days following the appeal hearing